UNITED
NATIONS

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Secretariat

ST/IC/1993/6
27 January 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Director of Office of General Services

Subject: SHUTDOWN OF ELECTRICAL POWER IN THE SECRETARIAT BUILDING FROM 12 TO 14 FEBRUARY 1993

1. The purpose of the present circular is to inform staff members that there will be a shutdown of the electrical power in the Secretariat Building commencing at 10 p.m. on Friday, 12 February 1993, until 6 p.m. on Sunday, 14 February 1993. As a result, electrical services, i.e., power and lighting, will be affected in the following areas:

18th floor	The entire floor.
19th floor	All except the south end and the computer room.
20th floor	All except the south end, the telephone room and the telecommunications room.
21st floor	The entire floor.
22nd floor	All except the south end and the Field Operations Division offices.
23rd thru 36th floors	The entire floors.
39th and 40th floors	Only the lights in the elevator machine rooms will be affected.

2. In view of the above, staff members in the Secretariat Building are requested to ensure that all computers, word processors, minicomputers, photocopiers and any other electrical equipment are unplugged before leaving the office on Friday, 12 February 1993. FAILURE TO DO SO MAY RESULT IN DAMAGE TO THE ELECTRICAL EQUIPMENT.

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3. Elevator service will be maintained at all times.

4. Additional information concerning the electrical power shutdown may be obtained from the Buildings Management Service, extension 3-6176.